



DEPARTMENT OF THE AIR FORCE

OFFICE OF THE CHIEF OF STAFF

WASHINGTON, DC

JAN 13 2004

MEMORANDUM FOR ALMAJCOM-FOA/CC

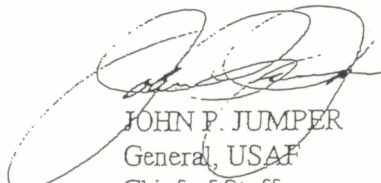
FROM: HQ USAF/CC  
1670 Air Force Pentagon  
Washington, DC 20330-1670

SUBJECT: Civilian Personnel Classification Policy

The Air Force Civilian Personnel Community has experienced tremendous change over the last ten years to include downsizing, regionalization of civilian personnel operations, and the implementation of a modern data system. The Air Force now faces the impending task of implementing the National Security Personnel System (NSPS) that will represent the most sweeping change to civilian personnel authorities and responsibilities that has occurred over the last 50 years. How we prepare for implementation of NSPS within the Air Force will set the tone for effective and efficient mission accomplishment and our ability to realize our total force management vision.

As we prepare for transition to NSPS, we will continue to strive to streamline and improve the civilian personnel process where possible. In that regard, I have approved the attached policy changes pertaining to the civilian classification program. These policies are designed to increase use of Standard Core Personnel Documents (SCPDs), establish Air Force-wide policy for processing position review actions, and revise the process for management disputes over classification determinations. Each of these policies embody the overarching themes of improving the delivery of civilian personnel management service while guiding the Air Force towards successful implementation of NSPS.

I need your continued support and help to enforce these policies as we make a drive towards improving the delivery of civilian personnel services throughout the Air Force and ensuring a smooth and effective transition to NSPS.

  
JOHN P. JUMPER  
General, USAF  
Chief of Staff

Attachment:  
Classification Policy



## HEADQUARTERS UNITED STATES AIR FORCE CLASSIFICATION POLICY

### General Information

The following policies regarding civilian classification are effective immediately and should be implemented once all required labor relations obligations are satisfied.

### Use of Standard Core Personnel Documents (SCPDs)

As stated in the 30 Sep 96 HQ USAF/CV memo, Streamlining Civilian Personnel Management, it is in the best interest of the Air Force to maximize use of SCPDs. Accordingly, SCPDs must be implemented as positions are established or filled. SCPDs have proven to be a successful cornerstone of the initiative to regionalize civilian personnel operations at the Air Force Personnel Center (AFPC) and have become our primary vehicle to streamline the civilian classification process. In order to improve the timeliness of the overall civilian personnel process and to assist in a smooth transition to the increased standardization and generic position descriptions that will be used under the National Security Personnel System (NSPS), it is vital that we continue to increase the use of SCPDs. Therefore, all new SCPDs must be implemented for **all** applicable positions within 6 months of issuance. As new SCPDs are developed, the SCPD Library will also develop companion documents based on the NSPS requirements for eventual use when the Air Force implements NSPS. Companion NSPS documents will also be developed for existing SCPDs. The plan is for positions on SCPDs to automatically convert to the NSPS documents as part of the implementation of NSPS, thus eliminating workload on managers and the personnel offices to create new position documentation/process personnel actions. In addition to minimizing the work required to implement NSPS, during the transition period the documents should serve as an effective training tool for managers, employees, and personnel specialists regarding the classification process and documentation required under NSPS.

Exceptions to the use of SCPDs will continue to be made by the host or appropriate tenant commander (Reference AFI 36-1401, Position Classification, paragraph 3.5.4). However, it is critical that MAJCOM, FOA, and other tenant commanders continue to emphasize and enforce this policy within their organizations. HQ USAF will assess compliance with this policy through appropriate metrics and will provide results to the MAJCOM/CCs as well as to the applicable HQ USAF functional managers.

### Position Review Actions

As we continue to strive to streamline our personnel processes, improve the cycle time to fill positions, and prepare to transition to NSPS it is critical that we eliminate excessive workload on our personnel community. The personnel community must focus their full efforts on maximum application of SCPDs, processing critical position actions, and



**AF Classification Policy**  
**January, 2004**

training and preparation for implementation of NSPS. Therefore, personnel offices will not process position review actions within a period of two years from the date a position was previously reviewed/classified, except under the following circumstances: AF directed (or comparable) reorganization or position restructuring/change, significant MAJCOM or local approved reorganization that results in substantial change in positions, application of OPM classification standards or DoD/AF classification guidance, SCPD application, classification appeal or other third party decisions.

**Management Disputes over Classification Determinations**

Previously, Air Force policy (AF PD 36-14, Position Management and Classification and AFI 36-1401, Position Classification) required management disputes over local classification determinations made by the servicing personnel office to be elevated to the Major Command (MAJCOM) for a binding evaluation decision. As we strive to streamline the classification process and transition to NSPS, it has become necessary to provide for a management dispute process that places control and accountability with the host and tenant commanders. Accordingly, as an interim measure until conversion to NSPS, the process for addressing management disputes over local classification determinations made by the Civilian Personnel Flight (CPF) or Air Force Personnel Center (AFPC) is revised as indicated below. This policy revision does not apply to centrally classified and/or approved positions such as: Air Reserve Technicians (ARTs), Standard Core Personnel Documents (SCPDs), Career Broadeners, Civilian Personnel Officers, Air Force Office of Special Investigations criminal investigator positions, Major Command Directors of Civilian Personnel, and financial management positions at the GS-15 level. This policy revision also does not apply to positions where the classification has been decided by higher headquarters or a DoD or OPM classification appeal decision.

*Supervisors who disagree with a classification decision made by the servicing CPF or AFPC/DPC as applicable must prepare a reclama based on the appropriate classification standards and guides and submit it to the servicing CPF or AFPC/DPC for review.*

*If the servicing CPF does not accept the classification rationale of the supervisor, the supervisor may elevate the issue through the supervisor's chain of command to the appropriate installation host or tenant commander (or civilian equivalent) as described below for a binding evaluation decision.*

- *Commanders with appointing authority (or civilian equivalents) will issue binding evaluation decisions for all Wing/Unit positions and all positions in unified commands.*
- *Tenant commanders (or civilian equivalents) of tenant organizations located on the installation will issue binding evaluation decisions for all tenant positions.*



**AF Classification Policy**  
**January, 2004**

- *Disputes on positions in detachments or operating locations located on an installation away from the parent unit will be elevated to the commander (or civilian equivalent) of the parent unit for a binding evaluation decision.*
- *The 11<sup>th</sup> Wing Commander will issue binding evaluation decisions for 11<sup>th</sup> Wing positions. SAF/AA will issue binding evaluation decisions on positions in the AF Secretariat and Secretariat FOAs serviced by the 11<sup>th</sup> Wing. AF/CVA will issue binding evaluation decisions for Air Staff positions and Air Staff FOAs serviced by the 11<sup>th</sup> Wing.*

*Requests for commander evaluation decisions on management disputes will contain:*

- *The CPD/PD of record, certified as accurate by the supervisor*
- *The evaluation statement prepared by the servicing CPF or AFPC/DPC*
- *The reclama by the supervisor which addresses pertinent classification criteria*
- *A summary of the issues in dispute prepared by the servicing CPF or AFPC/DPC*
- *Applicable organization charts*
- *Additional information as requested*

*The commander's binding evaluation decision will be documented in writing. In addition, the commander issuing binding classification decisions will sign the CPD/PD in the appropriate block for the classification specialist of record. The finalized CPD/PD with commander signature, documentation of the decision, and the complete dispute package will be maintained in the CPF or AFPC/DPC with the official position documentation (Reference AFI 36-1401, Position Classification, paragraph 3.8.11). Commanders issuing binding evaluation decisions will be responsible for defending/explaining their classification determination, as necessary, in classification appeals or other third party complaints. The servicing CPF or AFPC/DPC will continue to consolidate all required documentation for classification appeals or other third party complaints. However, the commander issuing the binding evaluation decision will be responsible for providing any additional rationale or justification of the classification decision that is required.*

This policy revision serves as an interim measure to improve and streamline the classification process. The policy for management disputes, delegation of classification authority, or the overall classification program may be further revised as we continue to transform delivery of civilian personnel management service or as we implement NSPS.